# SOP No.4

# Calling and Scheduling Executive Committee Meetings

1. Under the Constitution the Executive Committee is required to hold a minimum of 6 meetings per year.
2. A new Executive Committee must set its first meeting to be held **within 3 weeks** after the date of the AGM at which it was elected.
3. Subsequent meetings should be scheduled by agreement at the end of Executive Committee meetings.
4. Additional meetings may be called by the Honorary Secretary with the support of one of the following; Chair, Vice Chair, Treasurer.
5. Where an emergency meeting is required such as in a constitutional crisis, death of an officer, resignation of an officer, or other unforeseen event, the Honorary Secretary may call an Executive Committee meeting.
6. A scheduled Executive Committee meeting may be postponed where the majority of the officers agree. The postponement, however, must not contravene the time limit in point 2 above.